



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

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Lansing, Michigan 48909

Phone (517) 373-4835

MEMORANDUM

DATE: March 1, 2007

TO: All Judges, Court Administrators, Clerks of the Court, and County Clerks

FROM: Nial Raaen

RE: SCAO Administrative Memorandum 2007-01:
Digital Audio and Video Recording System Standards
[Rescinds Administrative Memorandum 2000-05 and Administrative
Memorandum 2001-03]

The Michigan Supreme Court recently adopted amendments to Michigan Court Rules 8.103 and 8.109 to keep pace with the quickly changing world of technology. Effective May 1, 2007, the State Court Administrator will no longer certify the adequacy of recording equipment used in the trial courts or publish a list of certified recording devices. Instead, the trial courts' recording systems must meet the following standards published by the State Court Administrative Office: [Standards for Digital Audio Recording Systems](#) and [Standards for Digital Video Recording Systems](#).

Courts are encouraged to work with system vendors to ensure their recording equipment complies with the standards. A checklist is provided within the standards as a tool for courts and vendors to use in assessing a recording system's compliance with the standards.

Courts should also develop appropriate policies and procedures to govern the use of the systems they purchase. Procedures should be developed for backing up the files created by the system and periodically assessing the quality of the storage medium by testing archived files. A contingency process should also be established for backup or duplication of files in the event of obsolescence. Courts should rely on their vendor for support in developing these policies and should follow the vendor's recommended procedures designed for their specific system.

Courts may also refer to [Component 24](#) of the Michigan Trial Court Case File Management Standards.

For further information, contact me at raaenn@courts.mi.gov or 517-373-2222.